G. R. S. IX-5]

Previous references.

Prem 33-17

Prem 4

1

File No. 2/2

1918.

(E. Ag.)

Serial Nos.

Later references.

P 51 E

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for August 1918

SUBJECT.

Curtailment of Reports & Returns.

Opened & to be recorded.

WD 88—GPB—50,000—24-7-18

Received 31-8-18

2

G. R. S. 11] 1917.

GENERAL AND REVENUE SECRETARIAT.

(E. A.)

NOTES.

File No. 612

FILE HEADING.

Curtailment of Reports and Returns
(Reorganisation of the General and Revenue Secretariat).

From

No.	Dated	Received
Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

P. T. O.

NOTES—First Sheet.

GPS—20,000—3-8-14

WD 1233—GPB—60,000—1-12-16—S.

3²

G. R. S. III-2]

General and Revenue Secretariat.

E.A.G. File No. 212 of 1917.

13 DEC 1917

R M 386-17.

R

Serial No.

Reorganisation of the General and Rev Sects
G.O. nos 55-21-28 & 33-17-1 dated 15 Oct 1917.
Responsibility Sheet

Item 10 (b)

Reduction of Registers and Returns.

A memo calling for information from the branches is sent.

Chief Secy) 10/11/17

For approval
10/11/17

17/11/17

Memo No. 601-8/E.A.G. 212 8/12/11/17

To Branches I to VII G.R.S.

Send Classified Abstract of G.R.S. work & requests information re alterations in the reports & returns.

Reminded 19.11.17.

A note is put up.

Chief Secy) 8/12/17

Please see marginal remarks

Forwarded with compliments to all Secr Offices for favour of remarks, 13/12/17

If approved, this will be circulated to all Secr Offices for their views & then results, after making necessary changes in pursuance of each's remarks

Chief Secy)

NOTE—Contn. sheet.

4

CURTAILMENT OF REGISTERS AND PERIODICAL RETURNS IN THE SECRETARIAT.

The list of registers maintained in the General and Revenue Secretariat is given in chapter II of the Classified Abstract of work in the Secretariat herewith put up.

(1) Miscellaneous Register - (No.3 in the list) - This is prescribed by - Section 107 of the General and Revenue Secretariat Manual and is intended as a record of papers not entered in the - Diary. The general opinion among the Branch Superintendents is that the register serves no useful purpose and may be abolished, the entries now made in it being transferred to the Diary. This proposal may be adopted.

Registrar. Agree. M

In the Diary, the subject of each communication may be briefly noted.

(2) Register of subjects brought up at the Representative Assembly - (No.13 in the list) - In each branch a register is maintained to show the disposal of the several subjects brought up at the Representative Assembly. As all the papers ~~registered~~ entered in this register ~~are~~ also ~~entered~~ appear in the Diary, this register seems unnecessary. The only object it serves is to facilitate the

Dasar Sahib

The disposal of subject has to be watched. If Dasara Section can do this conveniently & efficiently, the registers in branches may be abolished. ~~MS~~

the compilation of statistics of disposal from time to time, But, ~~this may be done~~ The Statistics might be compiled with less trouble if the Dasara Section maintained a register of Representative Assembly subjects and obtained from the branches, whenever necessary, information as to their disposal.

I think this is necessary & cannot be abolished. ~~MS~~

(3) Register of requisitions from the Dewan (No.14 in the list) - This register was prescribed in order to - accelerate the disposal of calls for information from the Dewan. ~~Calls for information~~ Requisitions of this kind in any one branch ~~are~~ must be few, and they are registered in the usual branch registers and promptly attended to. The special register now maintained is not required and may be abolished.

A list of officers on long leave may be added to the civil list. ~~MS~~

Registrar

(4) Register of officers on long leave (No. 15 in the list) - This also seems ~~to me~~ to serve no good purpose. All the information it is intended to record could be easily obtained from the quarterly civil list.

(5) Register of Establishments sanctioned for specific periods - This register may also be abolished. The information contained in Registers (5) and (6) may be recorded in the Superintendent's memoranda book suggested below. ~~MS~~

(5) @

Register of tour notes of the Dewan and Members of Government (No.16 in the list) - ~~It is suggested that one single branch may be made~~

No definite procedure has been laid down as to the action to be taken in the Secretariat on the Inspection Notes of Dewan and Members of Council. It is suggested that along with the tour notes, a responsibility sheet be issued defining the action to be taken in each Branch. The Branches would thereupon open files on each subject and watch progress till final disposal.

No separate register seems necessary.

Yrs. Japer.

made responsible for maintaining this register, sending it from time to time to the other branches for posting information on the subjects dealt with by them. Each point requiring action would be given a separate diary number in the Branch concerned and dealt with as an ordinary receipt.

(7) Caseworkers' list of important cases - According to Section 310 of the Office Manual, every case worker should maintain in the prescribed form, a list of important cases dealt with by him and submit the same through the head of the Branch to the Assistant or the Under Secretary concerned at least once a week. The recent office memo requires that a similar register should be maintained by each secretariat officer dealing with case work. It is suggested that in lieu of these registers, a single register might be maintained by the Superintendent of each Branch for ~~the recording of~~ entering all important cases in the Branch. This register may also serve as a memoranda book and facilitates action at the proper time, in regard to appointments, extension of sanction for temporary establishments, preparation for periodical events, etc.

A branch register may be useful but I doubt if we can dispense with the caseworker's individual list or the Secty Officer's list. These latter serve as reminder lists to the persons concerned. If the caseworkers' lists are copied in duplicate - each man's on a separate page - one collected set of the lists will form the Branch register. This may reduce scripting labour.

Registrar

(8) Personal Diary of clerks - In the form now maintained in the branches, the diary does not clearly show the amount of work turned out or the arrears on hand. ~~I would propose the introduction into all~~ the branches of the system which has been followed for some time in the Efficiency Audit Branch. Each clerk's diary should consist of three parts. The first part will give the duties allotted to him under 3 heads, namely, (1) classes of papers dealt with, (2) registers maintained, (3) periodical reports and returns dealt with. The second part will contain a list of papers or work remaining to be attended to. The third part will be a statement of work actually done from day to day with an approximate calculation of the time involved. One of the advantages of this register, if maintained as above, will be that the arrears pending can readily be ascertained at any time and when an official goes on leave, arrangements could be made without the slightest difficulty ~~to carry on his work in his absence.~~

A personal register may be maintained by each case-worker, showing the description of the papers dealt with and other work done by him and their final disposal. Such registers are maintained under the disposal number system and will be very useful in judging the work of each case-worker and in tracing current references readily.

Please let me see the form prescribed & the one under the Disposal No. System -

Special registers of Branch III

(9) Legislative Council " From " register.

(10) Register of applications for Munsiffs' appointment.

(11) Register of travelling allowance bills of Police officers.

III

Maybe abolished

11/12

These registers were not prescribed under any definite authority and were only maintained for purposes of convenience. They are found no longer necessary. ~~and~~ The proposal for their abolition may therefore be approved.

OFFICE RETURNS.

Pages 14-15 and 16 of the Classified Abstract.

(12) Return showing the disposal of petitions received from the Private Secretary to His Highness (No.8 in the list) - This is prescribed under Rule 309 of the Office Manual. The petitions received from the Private Secretary to His Highness do not in many cases differ from those received in the Secretariat.

Repetition

Secretariat. In fact it is usual for petitioners to have several copies of the same petition made and forward one to each authority from the highest to the lowest.

The petitions in question do not in many cases require any special - treatment. The return prescribed to watch their disposal may be abolished, the undisposed of petitions being shown in the ordinary arrear list, if necessary with a distinctive mark, viz., P.H., i.e., petitions to His Highness.

Quite true but some system of watching the more important of these petns is necessary. It would be well if the petns could be graded & only a small number of more than usual importance noticed in those registers for watch. The principle of selection may be formulated

CBK 11/12

(13) Abstract of disposal of Dewan's interview petitions (No.17 in the list) - Almost the same remarks as above apply to this statement also.

(14) Statement of delay inthe submission of reports and returns due to Residency and Local Governments in British India (No. 20 in the list) - This statement has been prepared from time to time, but it is not prescribed by definite authority. It is proposed that the statement may be made half-yearly instead of bi-monthly as at present.

Better to have a periodical register on the model of the one under the Disposal number system. Maybe made quarterly.

VIII

Ch Ray 23/1

(15) Return of Representative Assembly subjects (not referred to in the - Classified Abstract) - To watch the

Dasara Subs

10

the disposal of Representative Assembly subjects, a monthly return has been prescribed, but it is not regularly submitted. @ ~~nor is this frequency in its preparation (viz., every month) absolutely~~ necessary. It will probably be sufficient if the return is made an annual or half-yearly instead of, as at present, a nominal monthly.

No separate return is necessary. If the register of subjects to be maintained by the Dasara Report Section (No.2) is sent round to the Branches periodically, the disposals might be noted.

Yes & an abstract prepared.

(16) The fortnightly returns of business statistics (Not referred to in the Classified Abstract) - This may in future be made monthly, to be submitted along with the arrear list.

Periodical reports and returns received from the subordinate offices and dealt with in the General and Revenue Sectt. (Pages 17-18 and 19 of the Classified Abstract.)

(17) Confidential reports regarding non-gazetted officers drawing Rs 70 and upwards per mensem (Nos. 4 and 5 in the list) - These reports may be abolished. It is sufficient if Government obtained confidential reports on the work of gazetted officers. As regards non-gazetted officers, the character rolls prescribed in Government Order No.76-E.A.G. dated the

Agree.

the 31st January 1917 afford a sufficient record of their capacity and work.

(18) Inspection Reports (No.14 in the list) - According to Government order No.G.10817-10918 dated the 10th April 1915, every inspecting officer is required to submit the report of inspection to his superior officer. Where the inspecting officer happens to be the Head of a Department, his notes have, under this arrangement, to be submitted to Government. But this does not seem to be necessary in every case. It may be laid down that inspection reports of Heads of Departments should be submitted to Government only if they disclose any serious irregularity or contain matters of special interest or importance.

Better remain for some time - OK

(19) Quarterly list of petitions (No. 15 in the list) - This list is not regularly received and in view of statistics of business (No.16 in the list), which includes petitions, the maintenance of this list does not seem necessary. Its abolition has already been separately proposed.

VIII

I agree OK

Letter to file re revision of Rules. Ch Secy -

12

(20) Tour statements of Heads of Departments (No. 17 in the list) - When these statements were prescribed by Government Order No.143-E.A.G. dated 24th August 1916, some of the Heads of Departments suggested that the submission of the returns was unnecessary and derogatory to them. The question was considered and it was decided that the statements need not be dispensed with. As complete statistics of itineration and inspections of Heads of Departments are now obtained from the half-yearly returns (No.16 in the list) the question of abolishing the monthly return (No.17 in the list) may perhaps be considered again.

Please let me see the file.

VIII

(21) List of unanswered references (No.18 in the list) - Under Rule 16 of the General Rules of Office Procedure, arrear lists from subordinate offices should be called for and scrutinised in every office. So far as the Secretariat are concerned, the fulfilment of this rule would mean the scrutiny of numerous arrear lists. The statistics of business (No.16 in the list) seem sufficient for all practical purposes and it does not seem necessary to obtain separately detailed statements of arrears, every month from the Heads of departments.

VIII

I agree

(22) Demand, Collection and Balance Statements in respect of supplies made on credit to Government officers (No.20 in the list) - This return is intended to serve a very minor purpose and may be abolished.

Returns Received from particular departments only.

REVENUE BRANCH.

(23) Report of men eligible for appointments on Rs 50 and above ~~to be xxxxxxxxx~~ ~~xxxx~~ in the Revenue Department (No.2 in the list). This may be abolished, as the Deputy Commissioners have been empowered to make appointments on Rs.50.

~~Statement of appointments made by~~ the Revenue Commissioner (No. 3 in the list) - This special return is peculiar to the Revenue Department there being none corresponding to it in other departments. It may be abolished.

(24) Statements of horses and saddlery maintained by Amildars (No.4 in the list) - This serves a very minor purpose and may be finally dealt with by the Revenue Commissioner. (25) The same may be done with regard to No.6 -Progress report in obtaining accounts from inam villages.

now received in the Secretariat is under consideration, proposals having been received from Mr.Datta.

JUDICIAL & LEGISLATIVE BRANCH.

No change is necessary.

LOCAL FUND BRANCH.

@ ~~several unnecessary returns~~ ~~have been already dispensed with and a great deal of decentralization has been effected.~~ This list requires revision.

The returns of this Branch have also been curtailed recently. — Of the remaining periodical returns of this Branch, the statement of suits by and against municipalities (No.14 in the list) and the Poor Fund Account, Victoria Hospital (No.23) may perhaps be done away with.

GENERAL BRANCH.

The majority of the returns received in this branch have to be submitted to the Residency. They cannot therefore be dispensed with.

BRANCH VI

EDUCATION, AGRICULTURE & INDUSTRIES.

The following returns received in this Branch may be discontinued:-

Quarterly report of work done in the Agricultural Department (No.4 in the list) - The annual report seems sufficient.

Quarterly report of the Industries and Commerce Department (No.14 in the list) - The annual report (No.13) seems sufficient.

may remain.

Monthly statement of expenditure of the Economic Conference (No. 17 in the list).

Quarterly report of progress - Paint, Industry.

G. R. S. 12]

General and Revenue Secretariat.

File No. RM 386-17 P

of 191 .

17

Serial No.

Re. formulation of principles of selection in regard to petitions presented to H.H., and received from the Private Sec'y, I am not sure whether Br I Sec'y attend to this or Br VIII. Anyway a Copy of the Chief Sec'y's remarks may be taken by Br I, and the file forwarded to the other Branches.

Re para 28 page 11 there is great delay. Till all the Existing Arrears are cleared perhaps it may Continue to be received.

The other Suggestions are all right.

Nov 13/17

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

(1) Mis. Register may be abolished, the entries now made therein being transferred to diary.

(2) The subjects are entered in the diary and there is no need for separate register in the Pr.

(3) These requisitions are now being entered in the Mis Register There may be transferred to the diary and no spl register is necy.

(4), (5) & (6). The cases are very few in the Jl deptt. The suggestions may be agreed to

(7) A single register is proposed because it will serve as a memorandum book and facilitate action at the proper time. But the maintenance of separate registers by the case-workers does not in any way fail to serve the purpose. in as much as the superintendent has to check the lists daily and the Sectt officer once a week. Besides ~~it~~ by the maintenance of the Spl registers, the c. workers will feel their special responsibility to avoid delay in the disposal of such cases

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.382.

20

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

---

c) Yes. A personal register may be maintained in the following form :—

Date receipt	Item of work	Date of disposal	Arrears at the close of the day

DMR
15/12/17

Regr). 18
15/12/17

BM
15/12

GENERAL SECRETARIAT
III
JUDICIAL
1 DEC 1917

J file 864-17

15/12/17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SI

18

Sept
Kilmichael
Note
18
14/12

Note and
DM
15/12/17

21

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

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1) Some official receipts and other papers such as requisitions for information, etc, from the officers are entered in the Misc. Register. It will be more convenient if all the official receipts are entered in the Diary & only the other Misc papers in the Misc papers. By this means the note & requisitions of officers can be better watched. Ref^r No 3 may also be merged in this.

At present the subject of all receipts is not entered in the Diary. It will increase the Diarists' work if subject has to be entered in all cases. But cases which are not file registered may be abstracted in the Diary.

(2) (4) (5) (6) & (7). The suggestions in regard to these may be agreed to.

(3) The personal register proposed may be in the form suggested by the Supt^t of Br II. Only it does not show the actual number of receipts given to each case worker. Column 1 may also be made to contain the No of receipts given to each caseworker every day.

Mrs 20/12/17 Dy Br II

MK 20/12

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—23-C-16

WD 1233—GPB—60,000—1-12-16—S.

Ltr. 212-17

22

G. R. S. III-2]

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

The Suptg. asstt
all Suptt 21/12/17

(1) I think the misc: Repr may be abolished a separate heading for "miscellaneous matters" being opened in the Diary.

(3) & (5) These seem to be necessary.

(8) A personal Register for caseworkers in the form proposed by the Asstt. Secy. Br. II will be useful.

Only one Register of important cases to be watched may be maintained by the Suptt and it may be checked and examined by the Secretariat officers concerned every week.

D. M.
21/12

Ltr. Misc. 79.

necessary that each Suptt should keep his own list of important cases - these will naturally be selected from the Branch list -

The object of this is to make the caseworker realise his responsibility to get his cases through.

1) Misc. Register may be abolished.

2) Caseworker's list of important cases is unnecessary as the Suptt will have the Branch list for watching disposals of such.

With these two observations I beg to state that the suggestions may be approved.

21/12/17

NOTE—Contn. sheet.

WD 1283—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

File No. of 191

Serial No.

Proposals for curtailment of Secrt reports and returns.

Resubs for orders - with opinions of Branches -

Chief Secy)

NWC
24/12/17

Please see marginal remarks & work up the case in a final form. Any points you want may be discussed in person -

HS VM)

CBJ
2/1/18

Sir

The Secy has ordered that Extracts relating to each Branch be sent for action in due course. Put up Early. ~~& also open tpts~~ Cases requiring action in this Branch to be seperately worked up.

NWC
2/1/18

Read 4/1/18

Extracts were prepared & sent to Branches concerned. Nos. 3, 13 and 18 of the List have been omitted, ie, extracts pertaining to these were not made & sent.

Watch expired
NWC
15/1/18.

Subs.
2/1
12/1

Sus

NOTE—Contn. sheet.

B

G. R. S. III-2]

General and Revenue Secretariat. | E.A.I File No. 212 of 191

Serial No.

A list of reports & returns recommended for abolition has been prepared and the action taken on each matter is indicated therein.

Subd.
E.A.
7/5

NEL
9/5

Further progress on the pending questions has been noted & the list is resubmitted for perusal.

E.A.
2/8

These papers may be returned.

NEL
5/8

B

NOTE—Contn. sheet.

25

No. 601-8/Estt.-212.

M E M O.

The accompanying copy of the Classified Abstract of work done in the General and Revenue Secretariat is forwarded to Branch for favour of verifying the reports, returns and the registers pertaining to the Branch, and stating whether any alterations are required.

The files containing the latest reports or returns dealt with in the Branch may be put up together with the opinion of the Branch as to whether any of the reports, returns or registers pertaining thereto may be simplified or abolished.

The above information may be supplied to me before the 20th instant.

10th November 1917. Chief Secretary.

26

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 5521-27—G. M. 33-17-1, dated 13th October 1917.

Reorganization of the General and Revenue Secretariat.

Passes orders on the ——.

GPB—13-10-17—320

Reorganization of the General and Revenue Secretariat.

No. G. 5521-27—G. M. 33-17-1, DATED 13TH OCTOBER 1917.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. G. 10713—G. M. 352-13-1, dated the 26th June 1914, sanctioning a scheme for the re-organization of the General and Revenue Secretariat.

2. Government Order No. G. 16146-195—G. M. 584-16-1, dated the 28th May 1917, fixing, *inter alia* the scale of appointments of Subordinate Gazetted Officers in the General and Revenue Secretariat.

3. Government Order No. G. 3528-75—G. M. 232-12-1, dated the 6th January 1913, directing among other things, the inclusion of the General and Revenue Secretary in the cadre of Deputy Commissioners.

4. Government Order No. G. 146—G. M. 79-15-1, dated the 5th July 1915, sanctioning the appointment of a Revenue Secretary to Government in place of Deputy Secretary.

5. Government Order No. G. 1050-2—G. M. 183-17-1, dated the 26th July 1917, making the appointment of Secretary to Government, Departments of Education and Agriculture permanent.

Order No. G. 5521-27—G. M. 33-17-1, dated Bangalore, 13th October 1917.

The work of General and Revenue Secretariat has increased roughly by about 70 per cent in recent years owing to increased activities in the administration. After a careful consideration of the several proposals for re-organizing the clerical as well as the gazetted staff in order to improve the efficiency of the Secretariat and provide for the growing demands of business, Government are pleased to pass orders as follows:—

The Ministerial Establishment.

(i) The strength of the permanent ministerial establishment will be raised from 137 to 161 hands and the scale of pay revised as in the appended statement. Under the arrangement now sanctioned, there will be four Chief Superintendents (Rs. 200—$\frac{10}{1}$—250), 15 Superintendents (Rs. 125—$\frac{10}{1}$—175), 70 clerks of the First Division (Rs. 50—$\frac{5}{1}$—100), 70 clerks of the Second Division (Rs. 30—$\frac{3}{1}$—60), and two typists (Rs. 30). The grade of Assistant Superintendent will be abolished.

(ii) The lumpsum grant of Rs. 3,000 per annum, sanctioned in Government Order No. G. 10713—G. M. 352-13-1, dated the 26th June 1914, for the entertainment of temporary hands, when necessary, will be retained.

(iii) The restriction against the appointment of substitutes during leave vacancies, etc., will be removed.

(iv) The general educational qualifications required for appointment to First Division Clerkships will be relaxed, when necessary, in the case of shorthand writers and typists.

(v) The entire establishment, including the Dewan's Office, will be a single unit for purposes of recruitment, granting promotions, etc., but each Secretary will be given substantial disciplinary control ovor the establishment placed under him. Detailed rules on the subject will be separately issued.

Subordinate Gazetted Officers.

(i) The local allowance of Under Secretaries will be raised from Rs. 50 to Rs. 75 per mensem.

(ii) Orders have already been passed raising the number of Assistant Secretaries by one. This additional appointment is sanctioned in order that the Registrar may be relieved of all duties unconnected with the management and supervision of the office, which should receive his undivided attention.

No. G. 5521-27—G. M. 33-17-1, DATED 13TH OCTOBER 1917.

(iii) The tenure of office of a Subordinate Secretariat Officer should not ordinarily exceed four years. His retention thereafter should be by specific order of Government and should be limited to a period of one year at a time.

(iv) The posts of Registrar and one Assistant Secretary will be thrown open to members of the ministerial establishment of the Secretariat.

Separate orders will issue regarding the functions and responsibilities of Subordinate Secretariat Officers.

Secretaries.

(i) A Chief Secretary will be appointed in place of the General Secretary on a pay of Rs. 1,200 with a local allowance of Rs. 200 per month. The appointment will not be permanently filled and any officer appointed as Chief Secretary will draw the pay and allowance of the post only so long as he fills it. The Chief Secretary will be in charge of Council work and the work connected with graded appointments and political matters. A separate Confidential Branch will be established in the Secretariat for dealing with these subjects. The Chief Secretary will be expected to co-ordinate the work of all the Secretaries of Government, to help the administration and the Dewan in working up all urgent or special cases that may be referred to him, to whatever department they may belong, and to deal with any miscellaneous work not specially assigned to any other department.

(ii) The offices of Secretary, Economic Conference and Secretary to Government, Departments of Education and Agriculture will continue to be a combined charge.

(iii) A local allowance of Rs. 150 will be attached to the posts of Revenue Secretary and Secretary, Education and Agriculture, in addition to grade pay.

Office Procedure.

In order to save time and minimise scriptory labour, shorthand and typewriting should be largely employed in every Branch of the Secretariat. The petition rules issued with Government Order No. G. 8721-70—E. A. 33-14-1, dated the 11th February 1915, should be suitably revised and enforced. Printed standard draft forms should be more largely used and the registers in use and the periodical reports and returns obtained in the Secretariat should be examined with a view to possible reduction and simplification.

C. S. BALASUNDARAM IYER,
Secy. to Govt., Genl. Dept.

To—The Comptroller, Mysore Government, through Branch II.
The Secretaries to Government.

APPENDIX.

Existing scale					Sanctioned scale			
No.	Designation	Pay	Cost		No.	Designation	Pay	Cost
			Rs. a. p.				Rs.	Rs. a. p.
2	Superintendents, 1st grade	200—10—250	475 0 0		4	Chief Superintendents ...	200—10—250	950 0 0
5	,, 2nd ,, ...	150—10—200	937 8 0		15	Superintendents ...	125—10—175	2,437 8 0
7	Assistant Superintendents.	100—10—150	962 8 0		70	Clerks, 1st Division ...	50— 5—100	5,833 5 4
67	Clerks, 1st Division ...	40— 5—100	5,226 0 0		70	,, 2nd ,, ...	30— 3 — 60	3,500 0 0
51	,, 2nd ,, ..	25— 2— 65	2,295 0 0		2	Typists	30	60 0 0
3	,, Special ...	70	210 0 0			Lump sum grant ...	250	250 0 0
2	Typists	30	60 0 0					
	Lump sum grant ...	250	.....					
137	Total ...	.....	10,416 0 0		161	Total ...	.....	13,031 0 0

Re-organisation of the General and Revenue Secretariat.

Responsibility Sheet.

****

Action required.	Officers responsible.	Date before which proposals should be submitted.	Remarks.
1. Appointment of an officer to the post of Chief Secretary.	Council.		
2. Relation between Chief Secretary & other Secretaries.	Chief Secretary.	1st November 1917.	
3. Distribution of officials according to revised scale.	All the Secretaries in the Civil Departments. (Under Secretary Branch VIII and Registrar to assist).	1st December 1917.	The manner in which it is proposed to make the appointments and the principles to be observed should be generally determined and preliminary approval obtained.
4. Allocation of officials to the several Branches and Departments.	- do -	- do -	Each Branch should have two senior ministerial officers, as far as --- possible and a complement of Shorthand Typists.
5. Definition of disciplinary powers and powers of patronage of Secretaries in respect of the establishments --- placed under them.	- do -	- do -	Secretaries to be at liberty to make temporary appointment for a period not exceeding three months to second division vacancies.
6. Formation of a confidential or Appointment Branch. Details to be worked out.	All the Secretaries in the Civil Departments. (Under Secretary Branch V to assist).	- do -	
7. Definition of the powers and responsibilities of the Registrar and other Subordinate Secretariat Officers as regards case work, direct submission of papers to Members and disposal of routine matters.	- do -	- do -	

	Action required.	Officers responsible.	Date before which proposals should be submitted.	Remarks.
8.	Proposals for the transfer of officers under the --- four years' rule.	Chief Secretary.	1st November 1917.	
9.	Appointment of members of the Ministerial -- Establishment to posts of Registrar and Assistant Secretary.	- do -	- do -	
10.	(a) Revision of Petition --- Rules.			
	(b) Reduction of Registers and Returns.	- do - (Under Secretary Branch VIII to assist).	1st December 1917.	
	(c) More extensive use of printed Draft Forms.			

Dawson Section.

31

No.	Name of Report or Return.	Action taken.
1	Register of Subjects brought up at the Representative Assembly. — Its abolition.	Both abolished.
2.	Return of R. a. Subjects. — Its abolition.	

Br. I

32

Sl. no.	Name of Return or Register	Action taken.
1.	Report of men eligible for appts. on Rs. 50/- & above in the Revenue Dept. — No abolition.	Pending in Branch 5/2/18 G.O. no: R. 9640-9 / L.R. 386-17-2 dt 15.3.18
2.	Statements of horses & saddlery maintained by Amildars — No abolition.	" R. 9123 / L.R. 386-17-1 dt 4.3.1918
3.	Progress reports in obtaining accounts from minor village — No abolition.	
4.	Itineration Reports of D.Cs. — No abolition.	
	Returns 20 - 38 mentioned in the classified Abstract of work under Rev. Branch	
	Statement showing the disposal of proceedings under Sec. 73 of the Forest Regulation re Damage by Sandalwood	II Cy. G.O. no. R. 9008-17 — Fr. 162-17- dt 2.3.1918

33

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The accompanying two orders, received just now from Br I, are subm. for information. In both the cases, the suggestions made have been carried out.

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9/3

dele

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. 6L.469.

G.R.S.31] GRSM. 430

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

GENERAL AND REVENUE SECRETARIAT.

No. R. 9123 / L.R. 386-17-1.

Bangalore, Dated 4th March 1918

From B. Ramaswamaiya Esq., B.A., B.L.,
Offg: *Secretary to the Government of His Highness the Maharaja of Mysore,*
Revenue Department.

To
P. Raghavendra Rao Esq., B.A., B.L.,
Revenue Commissioner in Mysore.

SIR,

In inviting ~~your~~ reference to Government Order No. 448-533/R.F. 26-1898 dated 10th June 1903 requiring all Amildars and Deputy Amildars to maintain a horse and suitable saddlery and the Deputy Commissioners to submit to the Revenue Commissioner ~~forwarding~~ periodically a descriptive return of the horses and saddlery kept by the Amildars and the Deputy Amildars, I am directed to state that as the rules do not contemplate the submission to Government by the Revenue Commissioner, of his reveiw of the Deputy Commissioners' reports, such reveiws need not be submitted to Government in future. The Revenue Commissioner is expected to exercise control and to bring to the notice of Government any special case of neglect.

I have the honour to be,
Sir,
Your most obidient servant,

Sd/- B. Ramaswamaiya
~~For~~Offg: Secretary to Government,
Revenue Department.

~~P.T.O~~

SMK. 2

Copy to Br. VIII, C.R.S. Mrg

35

Morocco

~~Copy of the above is forwarded to Br. Ulis~~

~~Consul Tolen Tuesday for information~~

G.R.S.31]

36

GRSM. 430

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

GENERAL AND REVENUE SECRETARIAT

No. R.9126-33
L.R. 29-17

Bangalore, Dated 4th March 1918

From

B. Ramaswamaiya Esq., B.A., B.L.,
Offg. *Secretary to the Government of His Highness the Maharaja of Mysore,*

Revenue Department.

To

The Deputy Commissioners
of Districts

SIR,

In inviting reference to this office circular Nos. R. 10827-35 dated 25th May 1915 directing the submission of half yearly lists of officials drawing a pay of Rs. 50/- and above in the Revenue Department, I am directed to state that the said lists need not hereafter be submitted to Government.

I have the honour to be,

Sir,

Your most obedient servant,

M. Ramachendra Rao

for Offg. Secretary to Government,
Revenue Department.

Copy to Br VIII, G.R.S

T.D.10.

37

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read:-

Government Order No.R.9701-19/A.R.173-14-1 dated the 3rd February 1915 directing the submission to Government of half yearly lists of all officials eligible for posts carrying a pay of over Rs.50 per mensem in the Revenue Department.

Order No. R.9640-9/LR.386-17-2

Dated Bangalore the 15 March 1918.

Government direct that the submission of the above lists be discontinued in future.

Mokamchendra Rao

for Offg. Secretary to Government,
Revenue Department.

To
The Revenue Commissioner in Mysore.
The Deputy Commissioners of Districts.
The Inspector General of Forests in Mysore.

MK.18.

copy to Br VIII, G.R.S

Subd. for information.

15/3

2a
18/3

Sl. no.	Name of Register or Return	Action taken.
1.	(a) Legislative Council 'From' Register (b). Register of applications for Municipl' appt. (c) Register of tr. bills of Police officers — Their abolition.	On the file relating to this, the Branch has noted that these registers have not been maintained.

Sl. no.	Name of Register of Return.	Action Taken.
1.	(a) Statement of Suits by and against Municipalities	Pending issue of orders. S/2 orders issued G.O. No. 4380-9/ML.152-17-1, dt 6.2.18
	(b) Poor Fund Account, Victoria Hospital.	Orders issued S/2 G.O. No. 4106 Med. 61-17-2 dt 26-1-1918

Registrar

40

S. no.	Name of Report or Return	Action taken.
1.	(a) Miscellaneous Register — Its abolition.	Pending before Mr Chrisfield. Register discontd.
	(b) Entering the subject of each Communication in the Branch Diary.	"
2.	List of Officers on long leave — Its abolition.	Disposed of
3.	Register of establishments sanctioned for specific periods. — Its abolition.	submitted to Chrisfield.
4	Case-workers list of important cases	—do—
5.	Return showing the disposal of petitions received from the Private Secy. H.H. — modifications	Chrisfield's orders. — Present practice to continue
6	Fortnightly returns of business statistics. — To be made monthly.	

Sl. no.	Name of Report or Return.	Action taken.
1	Register of tour Notes of Dewan & Members of Council.	File with Chief Secretary.
2.	Confidential reports regarding non-gazetted officers drawing Rs 70/- & above p.m. – their abolition.	
3.	D.C.B. Statements in respect of supplies made on credit to Govt. officers.	U.S. 7/2 G.O. no. G 14149-99 / G. M. 587-17-1 dt 17/4/18

WSO

42

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read.-

Government Order No. 6439-79/ an. 54-10-86 dated 9th March 1912 prescribing the submission of half yearly Demand, Collection & balance statements in respect of supplies made on credit.

Order No:- G 14149-99
Gu 587-17-1

Dated, Bangalore the 17th April 1919.

Government direct that the submission by the Heads of Departments except the Military Department, of the statement referred to above be discontinued.

Ramaswamy
for Chief Secretary to Government.

To

The Chief Commandant, Mysore State Troops.
The Heads of Departments.
Secretaries to Government.
The Deputy Commissioners, of District.

Branch VIII

sve.5

Subd. for info.
19/4

Curtailment of Registers and periodical returns in the Secretariat.

The list of registers maintained in the General and Revenue Secretariat is given in Chaptor II of the Classified Abstract of work in the Secretariat herewith put up.

1. Miscellaneous Register (No. 3 in the list). This is prescribed by Section 107 of the General and Revenue Secretariat Manual and is intended as a record of papers not entered in the Diary. The general opinion among the Branch Superintendents is that the Register serves no useful purpose and may be a abolished, the entries now made in it being transferred to the Diary. This proposal may be adopted.

In the Diary, the subject of each communication may be briefly noted.

I agree

(Intld) C.S.B.

2. Register of subjects brought up at the Representative Assembly. (No.13 in the list) In each Branch a register is maintained to show the disposal of the several subjects brought up at the Representative Assembly. As all the papers entered in this register also appear in the Diary, this register seems unnecessary. The only object it serves is to facilitate the compilation of statistics of disposal from time to time. But, the statistics might be compiled with less trouble if the Dasara Section maintained a register of Representative Assembly subjects and

The disposal of subjects has to be watched. If Dasara Section can do this conveniently and efficiently, the registers in Branches may be abolished.

(Intld)C.S.B.

obtained from the Branches, whenever necessary information as to their disposal.

3. Register of requisitions from the Dewan (No.14 in the list) This register was prescribed in order to accelerate the disposal of calls for information from the Dewan. Requisitions of this kind in any one branch must be few and they are registered in the usual branch registers and promptly attended to. The special register now maintained is not required and may be abolished.

I think this is necessary and cannot be abolished. (Intld) C.S.S.

4. Register of officers on long leave (No.15 in the list) This also seems to serve no good purpose. All the information it is intended to record could be easily obtained from the quarterly Civil List.

A list of officers on long leave may be added to the Civil List. (Intld) C.S.S.

5. Register of establishments sanctioned for specific periods. This register may also be abolished. The information contained in Registers 5 and 6 may be recorded in the Superintendent's memoranda book suggested below.

Y E S (Intld) C.S.S.

6. Register of tour notes of the Dewan and Members of Government (No.16 in the list) No definite procedure has been laid down as to the action to be taken in the Secretariat on the Inspection Notes of Dewan and Members of Council. It is suggested that along with the tour notes, a responsibility be issued defining the action to be taken in each Branch. The Branches would thereupon open files on each subject and watch progress till final disposal.

Yes; I agree (Intld) C.S.S.

No separate register seems necessary.

7. Case-worker's list of important cases

According to Section 310 of the Office Manual, every case-worker should maintain in the prescribed form, a list of important cases dealt with by him and submit the same through the Head of the Branch to the Assistant or Under Secretary concerned at least once a week. The recent office memo requires that a similar register should be maintained by each secretariat officer dealing with case-work. It is suggested that in lieu of these registers, a single register might be maintained by the Superintendent of each Branch for entering all important cases in the Branch. This register may also serve as a memoranda book and facilitates action at the proper time in regard to appointments, extension of sanction for temporary establishments, preparation for periodical events, etc.

A Branch register may be useful, but I doubt if we can dispense with the case-worker's individual list or the Secretariat officer's list. These latter serve as reminder lists to the persons concerned. If the case-workers' lists are copied in duplicate - each man's on a separate page - one collected set of the lists will form the Branch register. This may reduce scriptory labour.
(Intld) C.S.B.

8. Personal Diary of clerks. In the form now maintained in the Branches, the Diary does not clearly show the amount of work turned out or the arrears on hand. A personal register may be maintained by each case-worker, showing the description of the papers dealt with and other work done by him and their final disposal. Such registers ar maintained under the Disposal Number system and will be very useful in judging the work of each case-worker and in tracing current references readily.

Please let me see the form prescribed and the one under the Disposal No.System
(Intld) C.S.B.

Special Registers of Branch III

9. Register of applications for Munsiffs' appointment

10. Legislative Council 'From' Register

11. Register of T.A. bills of Police Officers

May be abolished
(Intld) C.S.B.

These registers were not prescribed under any definite authority and were only maintained for purposes of convenience. They are found no longer necessary. The proposal for their abolition may therefore be approved.

OFFICE RETURNS.

Pages 14-15 and 16 of the Classified Abstract.

12. Return showing the disposal of petitions received from the Private Secretary to His Highness (No. 8 in the list). This is prescribed under Rule 309 of the Office Manual. The petitions received from the Private Secretary to His Highness do not in many cases differ from those received in the Secretariat. In fact it is usual for petitioners to have several copies of the same petition made and forward one to each authority from the highest to the lowest.

Quite true but some system of watching the more important of those petitions is necessary. It would be well if the petitions could be graded and only a small number of more than usual importance entered in these registers for watch. The principles of selection may be formulated
(Intld) C.S.B.
11-12-17

The petitions in question do not in many cases require any special treatment. The return prescribed to watch their disposal may be abolished, the undisposed of petitions being shown in the ordinary arrear list, if necessary with a distinctive mark, Viz., P.H., i.e. petitions to His Highness.

13. Abstract of disposal of Dewan's inter-

47

interview petitions (No.17 in the list) Almost the same remarks as above apply to this statement also.

14. Statement of delay in the submission of Reports and returns due to Residency and Local Governments in British India (No.20 in the list). This statement has been prepared from time to time, but it is not prescribed by definite authority. It is proposed that the statement may be made half-yearly instead of bi-monthly as at present.

Better to have a periodical register on the model of the one under the Disposal Number System.
May be made quarterly.
(Intld) C.S.B.

15. Return of Representative Assembly subjects (not referred to in the Classified Abstract). To watch the disposal of Representative Assembly subjects, a monthly return has been prescribed, but it is not regularly submitted. No separate return is necessary. If the register of subjects to be maintained by the Dasara Report Section (No.2) is sent round to the Branches periodically, the disposals might be noted.

Yes & an abstract prepared
(Intld) C.S.B.

16. The fortnightly returns of business statistics (not referred to in the Classified Abstract). This may in future be made monthly, to be submitted along with the arrear list.

Periodical reports and returns received from the subordinate offices and dealt with in the General and Revenue Secretariat. (Pages 17-18 & 19 of the Classified Abstract).

17. Confidential reports regarding non-

48

non-gazetted officers drawing Rs.70 and upwards per mensem (Nos.4&5 in the list). These reports may be abolished. It is sufficient if Government obtained confidential reports on the work of gazetted officers. As regards non-gazetted officers, the character rolls prescribed in G.O. No.76-E.A.G., dated 31st January 1917 afford a sufficient record of their capacity and work.

I Agree
(Intld) C.S.B.

18. Inspection Reports (No.14 in the list). According to G.O. No.G.10817-10918 dated the 10th April 1915, every inspecting officer is required to submit the report of his inspection to his superior officer. Where the Inspecting officer happens to be the head of a department, his notes, have under this arrangement, to be submitted to Government. But this does not seem to be necessary in every case. It may be laid down that inspection reports of Heads of Departments should be submitted to Govt. only if they disclose any serious irregularity or contain matters of special interest or importance.

Better remain for sometime.
(Intld) C.S.B.

19. Quarterly list of petitions (No.15 in the list). This list is not regularly received and in view of statistics of business (No.16 in the list), which includes petitions, the maintenance of this list does not seem necessary. Its abolition has already been separately proposed.

I agree
(Intld) C.S.B.

20. Tour statements of Heads of Departments (No.17 in the list). When these stat

49.

statements were prescribed by G.O. No.143-E.A.G., dated 24th August 1916, some of the Heads of Departments suggested that the submission of the returns was unnecessary and derogatory to them. The question was considered and it was decided that the statements need not be dispensed with. As complete statistics of itineration and inspections of Heads of Departments are now obtained from the half-yearly returns (No.16 in the list) the question of abolishing the monthly return (No.17 in the list) may perhaps be considered again.

Please let me see the G.O.
(Intld) C.S.B.

21. List of unanswered references (No.18 in the list). Under Rule 16 of the General Rules of Office Procedure, arrear lists from subordinate offices should be called for and scrutinised in every office. So far as the Secretariats are concerned, the fulfilment of this rule would mean the scrutiny of numerous arrear lists. The statistics of business (No.16 in the list) seem sufficient for all practical purposes and it does not seem necessary to obtain separate detailed statements of arrears, every month, from the Heads of Departments.

I agree.
(Intld) C.S.B.

22. Demand, Collection and Balance statements in respect of supplies made on credit to Government officers (No.20 in the list). This return is intended to serve a very minor purpose and may be abolished.

I agree.
(Intld) C.S.B.

50

Returns received from particular departments only.

REVENUE BRANCH

23. Report of men eligible for appointments on Rs.50 and above in the Revenue Department (No. 2 in the list). This may be abolished, as the Deputy Commissioners have been empowered to make appointments on Rs.50.

Y E S
(Intld) C.S.B.

24. Statements of horses and saddlery maintained by Zamildars (No. 4 in the list). This serves a very minor purpose and may be finally dealt with by the Revenue Commr.

Y E S
(Intld) C.S.B.

25. The same may be done with regard to No. 6 - Progress Report in obtaining accounts from inam villages.

26. Itineration Report of Deputy Commissioners (No. 15 in the list). In view of the half-yearly statistics of business prescribed in Government Order No.727-734/E.A.8-15-2, dated 28th October 1915 this report of itineration which is prepared practically on the same lines (though in greater detail) may be abolished.

Y E S
(Intld) C.S.B.

27. Returns Nos. 29 to 38 may be transferred to the new Statistical Branch when it is formed. If the idea of a separate Branch is dropped, these returns may be finally dealt with by the Revenue Commissioner himself, who may be authorised to submit the Residency returns directly to that office.

I agree
(Intld) C.S.B.

28. Statement showing the disposal of pro-

proceedings under Section 73 of the Forest Regulation regarding damage to sandalwood (No.49 in the list). This statement may also be dealt with by the Revenue Commissioner or it may be abolished altogether. It deals with a class of business of no special importance.

Y E S
(Intld) C.S.B.

FINANCIAL BRANCH

It is understood that the question of reducing the financial returns now received in the Secretariat is under consideration, proposals having been received from Mr.Datta.

JUDICIAL & LEGISLATIVE BRANCH

No change is necessary.

LOCAL FUND BRANCH

The returns of this Branch have also been curtailed recently. Of the remaining periodical returns of this Branch, the statement of suits by and against municipalities (No. 14 in the list) and the Poor Fund Account, Victoria Hospital (No. 23) may perhaps be done away with.

Y E S
(Intld) C.S.B.

GENERAL BRANCH

The majority of the returns received in this Branch have to be submitted to the Residency. They cannot therefore be dispensed with.

BRANCH VI.

EDUCATION, AGRICULTURE & INDUSTRIES

The following returns received in this Branch may be discontinued:-

Quarterly report of work done in the Agricultural Department (No. 4 in the list). The annual report seems sufficient.

Quarterly report of the Industries and Commerce Department (No. 14 in the list). The annual report (No. 13) seems sufficient.

Monthly statement of expenditure of the Economic Conference (No. 17 in the list)

Quarterly report of progress - Paint industry.

May remain.

(Intld) C.S.D.